

Soil and Water Conservation District Personnel Training Topics and Courses

District Directors

District Administrative Staff

District Technical Staff

Mandatory	<ul style="list-style-type: none"> •New Director Training I & II Provided by DCR (In Person) •FOIA (If FOIA Officer) DLS - Freedom Of Information Act - FOIA (COVLC or In Person) •COIA 2017 OAG Conflict of Interest Act Training (COVLC) 	<ul style="list-style-type: none"> •FOIA Officer-FOIA Training DLS - Freedom Of Information Act - FOIA (COVLC or In Person) •Introduction to the Attachment E, Accounting Tips Provided by DCR (In Person) •IT Security Course (for DCR web application suite users) •Library of VA Record Retention (In Person or online resources) 	<ul style="list-style-type: none"> •IT Security Course (for DCR web application suite users) •VACS Program Manual Periodically provided by DCR (In Person) •RMP/CP Module Access Provided by DCR (In Person) •VACS Program Update Provided by DCR (In Person)
Recommended	<ul style="list-style-type: none"> •VASWCD Trainings (In Person) •Basic Parliamentary Procedures (In Person) •Personnel Management MVP Enhancing Employee Performance Modules I – IV I. Introduction to Supervision II. Managing the Work Process III. Delegation IV. Motivation for Improved Performance (COVLC) •MVP Conflict Management Skills (COVLC) •VACS Program Update Provided by DCR (In Person) 	<ul style="list-style-type: none"> •COIA 2017 OAG Conflict of Interest Act Training (COVLC) •Driver Safety DGS Fleet Driver Safety and Policy Lesson (COVLC) •VACS Program Update Provided by DCR (In Person) •Ag BMP Tracking Program Provided by DCR (In Person) •VASWCD Trainings (In Person) •VACDE Trainings (In Person) •Conservation Selling Skills Periodically provided by DCR (In Person) <p>Environmental Educators are encouraged to take the recommended Administrative courses and</p> <ul style="list-style-type: none"> •Project Learning Tree Workshop •Project Wild Workshop •Project WET Workshop 	<ul style="list-style-type: none"> •Conservation Planning Certification (On Line and In Person classes) •Engineering workshops Provided by DCR/NRCS (In Person) •Driver Safety DGS Fleet Driver Safety and Policy Lesson (COVLC) •Ag BMP Tracking Program Provided by DCR (In Person) •JEDs Provided by NRCS (In Person) •VACDE Trainings (In Person) •VASWCD Trainings (In Person) •COIA 2017 OAG Conflict of Interest Act Training (COVLC) •Effective Presentation & Instruction (In Person) •Conservation Selling Skills Periodically provided by DCR (In Person)

Additional Resources

MVP - Managing Virginia Program (COVLC)

Microsoft Office www.microsoft.com/en-us/learning/training.aspx

Commonwealth of Virginia Learning Center (COVLC) classes can be accessed by the following link

<https://covlc.virginia.gov/Default.aspx>

Note: COVLC requires a username and password. See instructions to create a user profile.

Contact Carl Thiel-Goin with questions carl.thiel-goin@dcv.virginia.gov 804-887-8915